

I 89-0517, 22 DEC 89

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

F9196000

6. OPM Certification No.

2. Reason for Submission

☒ Redescription  
☐ Reestablishment

☐ New  
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)

Replaces F1400000, Air Operations Officer (Pilot), GM-0301-13 (TAC only); F8035000, Air Operations (see block 24)

☐ Exempt ☐ Nonexempt

7. Fair Labor Standards Act

☐ Competitive 32 USC 709  
☒ Excepted (Specify in Remarks)

☒ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

14. Agency Use

Officer

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

Air Operations Officer  
(Pilot/Weapon Systems Specialist)

GM

2101

14 JT

22 DEC 1989

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

National Guard Bureau

a. First Subdivision

State Adjutant General

b. Second Subdivision

TAC Gained Flying Units

c. Third Subdivision

Air Operations Division

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

JAMES TAYLOR

Position Classification Specialist

Signature

Date

James P. Taylor

22 DEC 1989

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS, Aircraft Operation Series, GS-2181, dtd Jan 88; US OPM PCS Air Navigation Series, GS-2183, dtd Jan 88; US OPM Transportation Specialist Series (Definition) (see blk 24)

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks (cont from blk 2) Officer (Pilot/Nav), GM-2101-13 (TAC only). (cont. from block 22)

GS-2101, dtd Oct 65; US OPM SCPE dtd Jan 76. GSSC App 75

1st Skill

Shred

Sub-shred

Percent

FKM

90%

2nd Skill

2GJ or AWN

WWH

10%

25. Description of Major Duties and Responsibilities (See Attached)

25.

a. INTRODUCTION:

This position is located at unit level in the Air Operations program at selected Tactical Air Command (TAC) gairned flying units in the Air National Guard (ANG). Its paramount purpose is to plan, organize and supervise all unit flying operations programs required by Air Force, Major Command, and ANG regulations. In addition to supervisory responsibility, this position is a rated **aircrew** member on flying status involved in the piloting or navigation of unit-equipped (UE) aircraft.

b. DUTIES AND RESPONSIBILITIES:

(1) Plans work to be accomplished by the organization which consists of about 11 or more full-time subordinates engaged in technical and administrative work. Sets priorities and prepares schedules for completion of work. Assigns work to subordinate units based on priorities, selective consideration of difficulty and requirements of assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been reviewed by subordinate supervisors. **Gives** advice, counsel, or instruction to supervisors and subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for such development and training. Makes decisions **on work** problems presented by subordinate supervisors. Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units not personally supervised. Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the organization supervised to broader programs, and **its** impact on such programs. Evaluates supervisors and reviews evaluations made by supervisors on other employees. Approves selections for nonsupervisory positions and recommends selections for supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management and that position descriptions of subordinates are accurate. Approves/disapproves leave. Prepares performance standards.

(2) Oversees all unit operations activities, both in the air and on the ground, which based on unit mission and equipment, may include any of the following Air Operations program support functional areas: Training, Standardization and Evaluation, Weapons and Tactics, Scheduling, Plans, Command Post, Intelligence, Life Support, Flying Operations and Flight Management. Unit mission may require additional functions, e.g. Airspace Management, Aircraft Alert Operations, Airfield Management, Simulator Operations, Operational Support Aircraft (OSA) etc. Monitors work of subordinates and reviews written reports. Sets division policy and gives guidance

to subordinates to **ensure** Air Force. gaining command, **ANG**, and unit directives are properly implemented to achieve operational readiness of the unit.

(3) Develops long-range training and deployment plans for the unit to meet training **goals**, higher headquarters inspection schedules and overseas deployment requirements. Coordinates required planning and **resources** with other units and higher headquarters to support and implement the training and deployment plan. **Directs** the development of unit training **goals** and long-range advanced planning to include facility/equipment modernization, Improvement **or** replacement. Develops detailed plane for accomplishment of these training goals and advanced plans.

(4) Acts as a key **advisor** on the Commander's staff to coordinate unit flying operations with other **ANG** flying units and outside agencies, e.g. the Federal Aviation Administration (FAA), civilian airport authorities. etc., and with unit maintenance, resources and support areas. Acts **as** central point of contact with local and regional FAA representatives in **establishing** letters of agreement **for** aircraft operations, developing and controlling military training airspace, investigating **possible** violations of flying **directives**, and coordination for local unit sponsored exercises.

(5) Serves as the Operations representative on the Commander's Financial Management Board. Develops and recommends the operations budget for approval to higher headquarter<sup>8</sup> based on unit requirements and mission. Oversees the approved operations budget and **allocates resources** to meet training goals to include efficient expenditure of man-day allocations. Serves as the operations representative on the Base Facilities Utilization Board.

(6) Develops and directs the unit flying hour program in coordination with higher **headquarters** to meet **approved higher** headquarters flying hour allocations. Oversees and coordinates the unit **Status** of Resourcea and Training Systems (SORTS) reports with higher headquarters to determine unit **mission** capability under wartime **conditions**. **Assesses** the impact on organizational **programs** and **resource** management.

(7) Oversees all unit flight and ground training of assigned/attached flying personnel. Reviews and recommends establishment of formal **courses** of instruction, training aids, training programs, training standards, directive<sup>8</sup> and memoranda pertaining to training of the unit and its **assigned** and attached elements. Monitors training programs to **ensure** maximum utilization of training facilities, adherence to training standarda and avoidance of duplicate training effort. Provides guidance to the flying instructional program and directs the methods and procedures used in flight **instruction** of assigned/attached aircrew members, **ensuring** optimum utilization of assigned aircraft. Ensures that **assigned/attached aircrews** maintain continuous qualification in medical and physiological training in accordance with Air Force, **Gaining** Command, and **ANG** regulations/requirements.

(8) Monitors the implementation of an effective division safety program for all flying operations and related ground activities. Continually evaluates program results to reduce **or** eliminate accidents and incidents. Follows-up on the corrective action taken to eliminate **hazards**.

(9) Develops division policy for flight management personnel to **ensure** effective and efficient administrative control of all flight documentation and individual flight records. Oversees the operations computer program in coordination with the base-wide computer program. Participates in management decisions impacting purchase and use of computer hardware, software, and training programs for the unit.

(10) Must pass standardization/evaluation flight examinations and meet annual flying requirements as prescribed by applicable regulations and directives. Performs pilot **or** weapon systems specialist functions in advanced, heavy, high performance military jet fighter/reconnaissance aircraft. Flying missions are conducted **in** all weather conditions, which based on unit mission and equipment may include: **aerobatic** maneuvers (as rolls and dives), close formation flying, high speed flight at very low altitudes and/or high speed intercept flying, single/multi-ship aggressive/defensive combat maneuvering, ordnance delivery (bombs, missiles and gunnery systems), target acquisition and **sensor** operation, electronic warfare, threat identification and response, and escorting and refueling formations **in** long distance aircraft deployment operations worldwide.

(11) Performs other duties as assigned.

**c. SUPERVISORY CONTROLS:**

Incumbents work under the general policy and administrative direction of the Commander. Derives guidance from regulations and special instructions of the NUB, United States Air Force, and gaining command. Independently plans and performs **work** and results **are** reviewed for accomplishment of mission and program objectives.

## EVALUATION STATEMENT (REV)

A. Title, Series and Grade: Air Operations Officer (Pilot/Weapons Systems Specialist), GS-2101-14.

B. References:

1. OPM PCS for Aircraft Operation Series, GS-2181, Jan 88.
2. OPM PCS for Air Navigation Series, GS-2183, Jan 88.
3. OPM Transportation Specialist Series (Definition) GS-2101, Oct 65.
4. OPM General Schedule Supervisory Guide (GSSG), Apr 93.

C. Backaround: This revision of the evaluation statement reflects application of the GSSG.

D. Series, Title and Grade Determination:

1. Series: This position performs both supervisory and nonsupervisory duties. Knowledge and skills gained through training and experience as either a pilot or weapon systems specialist are essential for performance of the work. Neither requirement is predominant. The GS-2101 Transportation Specialist Series Definition includes all administrative positions the duties of which are to advise on, supervise, or perform work which involves two or more specialized transportation functions or other transportation work not specifically included in other series in the GS-2100 Transportation Group. In these positions, incumbents are responsible for the overall direction of unit flying and supervise work involving two or more specialized transportation functions, (i.e., GS-2181, 2183, 2185) or other transportation work. The position description therefore matches the GS-2101 series definition.

2. Title: There is no published standard for the GS-2101 series, only a definition. Agencies may designate the official title of positions in occupational series for which OPM has not prescribed standards. Air Operations Officer is the appropriate title since it is short, meaningful and clear with "Officer" denoting a level of responsibility which inherently includes supervision. The parenthetical designation of pilot/weapons systems specialist reflects special knowledge and skills needed to perform the work.

3. Grade: The GSSG provides evaluation Criteria for determining General Schedule supervisory and managerial positions in grades GS-05 through GS-15. Application of the GSSD to this position results in a grade of GS-14 as shown in the attached Summary Evaluation.

E. Conclusion: Based on the above evaluation, this position is classified as Air Operations Officer (Pilot/Weapons Systems Specialist), GS-2101-14.

Classifier: M. Dalley

Region: NGB-RR-WC Date: 1 DEC 1994

**GENERAL SCHEDULE SUPERVISORY GUIDE**  
**SUMMARY EVALUATION**

**POSITION NUMBER:** F9196000

**POSITION TITLE:** Air Operations Officer (Pilot/Weapons Systems Specialist)

**Location:** Air Operations Directorate

FACTOR	LEVEL	POINTS	REMARKS
1. SCOPE & EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-2	250	
3. SUPERVISORY AND MANAGERIAL AUTHORITY	3-3	775	
4. CONTACTS: A. NATURE	4A-3	75	
	B. PURPOSE	4B-3	100
5. DIFFICULTY (BASE WORK)	5-8	1030	
6. OTHER CONDITIONS	6-5	1225	
<b>TOTAL POINTS ASSIGNED:</b>		<b>3805</b>	<b>GRADE: GS-14</b>

**FINAL CLASSIFICATION:** Air Operations Officer (Pilot/Weapons Systems Specialist), GS-2101-14

1 DEC 1954